

JOB DESCRIPTION

Position	Receptionist/Clerk
Dept Supervisor	Court Manger
Compensation Range	DOQ

Summary of Duties and Responsibilities

Responsible for greeting all visitors into the Tribal Court facility; handle a multi-lined telephone system and all incoming telephone calls; also responsible for case filing and docketing; provide support for professional staff. Other duties as assigned to promote the efficiency and effectiveness of the Tribal Court System and Department.

Essential Functions:

Greet all individuals coming to the Tribal Court; provide general information as required; refer as appropriate to court personnel; take messages as necessary

Answer all telephone calls coming into the Tribal Court; transfer calls to appropriate court personnel, take messages as necessary
Receive, log and distribute all mail, complaints and correspondence from outside the Tribal Court, collect and mail (or deliver) all outgoing correspondence

Maintain department inventory, requisitions for supply, equipment, maintenance, and repair

Assist Court clerk and Assistant Clerks as necessary (recording minutes of court proceedings, secure information for judges, contact witnesses, etc.)

Maintain case logs, assign case numbers; maintain court docket and cross reference systems (Alpha Index)

Other Functions:

Provide back-up for Court Clerk and Assistance Clerks when necessary explaining protocol, procedures, or forms to parties involved in cases; collection and receipting of court fines and fees

General Clerical back-up

File all closed files; file information in existing closed files (i.e., satisfied our judgment summaries, receipts, etc).

Assist with Court Records maintenance and management

Maintain filing system

Administer Oaths

Record case disposition

Minimum Qualifications

Must have two (2) years experience and knowledge of office systems and phone etiquette

High school diploma or equivalent

Must not been convicted of a misdemeanor with the year; or have been convicted of a felony involving dishonesty within the past five years

Must be dependable and work as a team member

Ability to exercise confidentiality in all court matters

Ability to prioritize work, meet deadlines, with minimum supervision

Must have good interpersonal communication skills and ability to deal with public under various/sometimes stressful situations

Demonstrate competence in skills essential to the preparation and maintenance of Court records

Work well with details, accuracy, and proofreading documents

Required to learn Full Court software system within the first six months of hire

An applicant may be asked to participate in an interview to establish whether he/she meets minimum qualifications. Interviews do not create a right to employment and provide no promise or other guarantee of any employment position with the Tribe.

The Coeur d'Alene Tribe reserves the right to hire according to its Indian Preference Policy.

Applicants are subject to a pre-employment drug test and at-random testing following employment.

Positions with the Coeur d'Alene Tribe are subject to a 6-month orientation period.

To apply, submit and application and resume to: Human Resources Department, P.O. Box 408, Plummer Idaho 83851 or fax to 208/686-6216. For more information, visit our website at www.cdatribe-nsn.gov/hr.shtml or call 208/686-4068.